



HUMAN RESOURCES & EMPLOYEE COMPENSATION SERVICES

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José L. Banda, *Superintendent*
Cancy McArn, *Assistant Superintendent*

**Williams Uniform Tsab Ntawv Tsis Txaus Siab
Muaj Feem Nrog Zej Zog E 1312.4
Hais rau Cov Niamtxiv/Tus Saibxyuas, Menyuum, Xibfwb: Txoj Cai
Tsis Txaus Siab**

Cov Niamtxiv/Tus Saibxyuas, Menyuum thiab Xibfwb:

Tsab Cai Kawm Ntawv Phab 35186, cov nqi lus hauv qab no yuav tsum muab tiv nyob rau hauv txhua chav kawm:

1. Yuav tsum muaj cov phau ntawv thiab cov ntaub ntawv kawm kom txaus. Qhov no txhais tias txhua tus menyuum kawm ntawv, nrog rau cov tseem xyaum kawm Askiv, ib leeg yuav tsum muaj ib phau ntawv kawm los sis cov ntaub ntawv kawm, los yog ob yam huv tib si coj los siv nyob rau hauv chav kawm ntawv thiab nqa mus siv rau tom tsev es thiaj yuav ua tau cov ntaub ntawv coj mus ua tom tsev.
2. Tej chaw uas nyob hauv tsev kawm ntawv yuav tsum tu huv si, nyob tau kaj siab, thiab kho tej vaj tse kom zoo. Qhov kho kom zoo txhais tias lub chaw kawm ntawv huv si tsis sw, nyob tau kaj siab, thiab tej cuab yeej ua haujlwm los zoo siv tau raws li hais los ntawm cov Saib Phab Kho Vaj Tse.
3. Yuav tsum muaj xibfwb qhia ntawv kom puv npo lossis yuav tsum tsis txhob cia muaj cov xibfwb qhia ntawv tsis raws nws daim npav qhia ntawv (misassignment). Nyob rau hauv chav qhia ntawv yuav tsum muaj ib tug xibfwb qhia ntawv raug cai rau txhua chav es txhob yog cov xibfwb tuaj hloov qhia ntawv (substitute) tas mus li xwb lossis txhob yog cov xibfwb qhia ntawv ib vuag xwb. Cov xibfwb yuav tsum muaj daim ntawv pov thawj raug cai los qhia ntawv thiab yuav tsum muaj daim ntawv thaj tsob raws cai yog nws qhia cov menyuum tseem xyaum kawm Askiv.
Muaj xibfwb tsis txaus txhais hais tias txoj hauj lwm qhib no tsis muaj ib tug xibfwb muaj daim npav qhia ntawv los qhia nyob rau xyoo ntawv lossis, txoj haujlwm qhia ntawv no qhib qhia ib nrab xyoo xwb, tiamsis tsis muaj ib tug xibfwb muaj npav qhia ntawv los qhia kom tag rau ib nrab xyoo ntawv kiag.
Xibfwb qhia ntawv tsis raws nws daim npav qhia ntawv (Misassignment) txhais tau hais tias tus xibfwb qhia ntawv no tsis muaj npav qhia ntawv thaj tsob raws cai lossis tus xibfwb qhia ntawv no los qhia yam tsis tau muaj kev tso cai.
4. Yog koj pom hais tias yam hais tas los no tsis tau zoo txaus, mus muab tau daim ntawv sau txog kev tsis txaus siab (PSL-F089 Complaint Form) nyob hauv lub tsev kawm ntawv thiab koog tsev kawm ntawv los yog hauv Sacramento City Unified School District lub website.

Koj mus luam tawm tau daim ntawv sau txog kev tsis txaus siab nyob hauv Xeev California Chav Tuam Tsev Tswj Phab Kev Kawm lub website ntawm: <http://www.cde.ca.gov/re/cp/uc>

**Yog koj muaj lus nug, thov hu xovtooj mus rau cov Thawj Coj muaj npe li nram qab no:
Iris Taylor, Assistant Superintendent, Curriculum and Instruction ntawm (916) 643-9120, los yog Area Assistant Superintendents: Tu Moua-Carroz ntawm (916) 643-9411, Doug Huscher ntawm (916) 643-9162, & Mary Hardin Young ntawm (916) 643-9009 lossis Lisa Allen, Interim Chief of Schools ntawm 643-9191.**